

SAMPLE CHECKLIST FOR COMPLETING A DSP-5 APPLICATION

_____ Block 10 must specify:

- ☐ Type of defense article (i.e. hardware or technical data)
- ☐ Part number
- ☐ Description of the commodity

_____ Block 14 must list the foreign end-user of the commodity (Note: if the entity listed in this block is a private end-user then sufficient information should be placed in block 20 that explains the specific role of that entity.).

_____ Block 20 must state the specific purpose for which the material is needed as well as the end platform (i.e. seal for the propeller shaft for the frigate). Model identification is preferable, i.e. components for the AN/APX-111 transponder on the F/A-18.

_____ Ensure block 22(a) is signed by a responsible empowered official authorized by the applicant.

_____ Ensure the appropriate box under block 22(c) is checked.

SUPPORTING DOCUMENTATION:

Purchasing Documentation

_____ Has a copy of a purchase order, contract or letter of intent been submitted with the license application?

_____ Does the purchase order, contract or letter of intent have a valid date of less than one year?

_____ Is the purchase order, contract or letter of intent a firm commitment?

_____ Is the purchase order, contract or letter of intent addressed to the applicant from the foreign party?

_____ Is the purchase order, contract or letter of intent signed?

_____ Does the purchase order contain the following information:

- ☐ On letterhead
- ☐ Date
- ☐ Commodity
- ☐ Quantity (does this quantity match what is listed on the license application?)
- ☐ Unit price
- ☐ Total price (is it provided in US dollars?)

- ☐ End-use and end-user of the article (if this is not listed on the purchase order a separate statement is required from the foreign party)
- ☐ If applicable, has an English translation been provided

Descriptive Literature

_____ Does the application contain descriptive literature (i.e. product brochures, technical data/drawings)?

DSP-83, if applicable

_____ Does your license application contain Significant Military Equipment? If so, a DSP-83 MUST be submitted with your license application:

_____ Is the DSP-83 the one-page version? If not, download the most recent version of the form from ["http://pmdtdc.state.gov/licensing/documents/dsp_83.pdf"](http://pmdtdc.state.gov/licensing/documents/dsp_83.pdf)

_____ Does the DSP-83 contain the following information:

- ☐ Quantity (does this match what is listed on the license application)
- ☐ Articles/data description (does this match what is listed on the license application)
- ☐ Value

_____ Is the DSP-83 signed by the:

- ☐ Foreign consignee
- ☐ Foreign end-user
- ☐ Foreign government (this block must be signed if the foreign government is the end-user)
- ☐ Applicant

_____ For additional articles/data, use an attachment that includes the DTC case number and state at the last line – ATTACHMENT

Import Authorization, if applicable

_____ Is there an Import Authorization?

_____ Does the Import Authorization have:

- ☐ An official signature
- ☐ Government seal
- ☐ Validity period of the transaction

_____ Is the Import Authorization an original or certified copy?

_____ Does the information on the Import Authorization match:

- ☐ The information listed on the license application (DSP-5)

☐ The information listed on the purchase order

_____ Is there a written explanation if the application does not have an Import Authorization?

_____ Is there an English translation provided for foreign language documents?

_____ Is the request for OAS countries? If so, you must have an Import Authorization.

Transmittal Letter and Supporting Documentation for Licenses in "Furtherance of an Agreement", if applicable

_____ Does the application reference an agreement? If so, the required transmittal letter and supporting documentation must be submitted at the time the license application is submitted. For information regarding documentation requirements, please refer to ["http://pmddtc.state.gov/licensing/documents/AG_Section_9.4_Replacement.pdf"](http://pmddtc.state.gov/licensing/documents/AG_Section_9.4_Replacement.pdf)